

Operational Readiness Review (ORR) Workshop Dispensing Planning Form



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Dispensing Planning Form Background/Overview

Why is this information collected?

Dispensing planning form is used to collect information about your dispensing planning efforts. The primary focus is on MCM dispensing with questions from PHEP Capability 8 (medical countermeasure dispensing).

Additional planning questions included from other capabilities:

- ❑ Capability 1 – community preparedness
- ❑ Capability 4 – emergency public information and warning
- ❑ Capability 14 – responder safety and health
- ❑ Capability 15 –volunteer management

The information in this form will be reviewed in the context of all hazards planning. Questions from the additional capabilities should be answered/reviewed in the context of overall PHEP planning, and as applicable to strengthen the MCM planning.

Dispensing Planning Form Background/Overview

What impacts achieving “Established” status?

Jurisdictional Risk Assessment (JRA): To be eligible for this status, the JRA or equivalent must be conducted at least every five years.

Vulnerable Populations: Vulnerable populations are called-out in the ORR and include persons potentially disproportionately impacted due to: economic disadvantage, communication barriers because of language or literacy, medical issues and/or disability, elderly persons, and infants and children under age 18.

Except for Puerto Rico, the territories and freely associated states must identify a minimum of three stakeholders. Puerto Rico must identify a minimum of five stakeholders.

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What impacts achieving “Established” status?

Risk Communications: A primary and back-up Public Information Officer (PIO), as well as Joint Information Center (JIC) personnel, must be identified and clearly defined in the evidence to be eligible for the status.

The PIO’s required training plan must include the FEMA course IS-250 (*A New Approach to Emergency Communication and Information Distribution*).

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What impacts achieving “Established” status?

Risk Communications (Continued) : The process for dissemination of warning information through various channels must clearly describe methods to issue alerts, warnings, and notifications and the development of message templates based on planning risk scenarios.

The process for real time translation of information specific to a response must address language and literacy barriers.

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What impacts achieving “Established” status?

Risk Communications (Continued): A primary and back-up communication platform for the notification of responders, as well as volunteers, required to complete a dispensing/distribution campaign, must be included in the plans. Distribution lists for each platform must be updated every six months or less.

NOTE: If ham radio, satellite phone, and/or two-way VHF/UHF/700/800/900 MHz communications is chosen, a system test update must be completed every six months or less.

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What impacts achieving “Established” status?

MCM Request Process: The plans for territories and freely associated states must clearly outline a process to request assistance from the US Federal Government for MCM assets for the following three scenarios to be eligible for the status:

1. when a federal disaster is declared in the state
2. in the absence of federal disaster declaration
3. for an isolated, individual, or time-critical case

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What impacts achieving “Established” status?

Security: Plans for POD security must address, at minimum: evacuation procedures, exterior security for location, interior security for location, scalability, security breach procedures, and a security command / management plan.

Adverse Event: POD protocols must: describe screening for the purpose of triage, provide information on adverse events and adverse event reporting, delineate how to record and log dispensed MCM, and when/how to report information to federal entities.

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Date of most recently conducted jurisdictional risk assessment (JRA) or equivalent

If CRI planning jurisdiction is not able to participate, must provide input to the extent possible to local jurisdictional risk assessment or equivalent.

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**Hazards identified in the
assessment**

Select identified risks from the most recent jurisdictional risk assessment or equivalent.

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Select a vulnerable population partner

The NOFO requirements include focusing on vulnerable populations (**economic disadvantage, communication barriers because of language or literacy, medical issues and/or disability, elderly persons, and infants and children under age 18**), particularly those populations with access and functional needs as a result of the vulnerability.

Vulnerable populations are those groups that will potentially be disproportionately impacted by an incident/event. It is recommended (but not required) that vulnerable population stakeholders be engaged during or as a result of the JRA (or equivalent) process to ensure appropriate planning considerations are in place.

Note: TFAS (3 stakeholders required); Puerto Rico (5 stakeholders required)

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Did this vulnerable population partner participate or provide input into planning for emergency information and warning for vulnerable populations they represent?

Choose all that participate or provide input into emergency information and warning planning. During a response the PIO may bring in a SME, as a result additional partners engaged subsequent to development of vulnerable population partner list should be included.

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Estimate the number of people planned for with functional and/or access needs (including transportation) due to: economic disadvantage, communication barriers because of language and literacy, medical issues and/or disability, and age (elderly persons and infants and children under age 18) (CRIs, DFLs, TFAS)

For each category listed, estimate the number of people in your jurisdiction that may not have access to services and/or whose independence is compromised due to access or functional limitations.

Reference used to develop these categories:

https://emergency.cdc.gov/workbook/pdf/ph_workbookfinal.pdf

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Plans describe roles and responsibilities of public information staff and stakeholders

Public information and communication personnel regularly inform, educate, and communicate with the public during an incident.

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Required training plans for the PIO include

FEMA course IS-250 (*A New Approach to Emergency Communication and Information Distribution*) training must be specified in evidence as a required responsibility for the public information officer.

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Plans include a process for dissemination of warning information through various channels

Methods to issue alerts, warnings, and notifications and development of message templates based on planning risk scenarios must be clearly defined in evidence.

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Plans include process for real time translation of information specific to a response

The process for dissemination of information to populations disproportionately impacted by planning risk scenarios must be clearly defined in evidence.

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Evidence of plans to complete a 10-day dispensing campaign for the population within a 48 hour operational window after medical materiel is requested from the federal assets is available

Plans must describe populations served and methods to obtain staff necessary to meet dispensing needs.

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**Primary communication platform
used for notification of
responders**

At a minimum, designate a primary and backup forms of communication.

The process for updating the rosters for each system should be described.

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**Last update of primary
communication platform**

Enter last date the system was used or tested (whichever is more recent).

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The process to request assistance from the US Federal Government for MCM assets when a federal disaster is declared in the state is available

Signed plan or SOP should include the justification required for the request, specific method to gain the request, and who must authorize the process.

The process to request assistance from the US Federal Government for MCM assets in the absence of federal disaster declaration

Signed plan or SOP should include the justification required for the request, specific method to gain the request, and who must authorize the process.

The process to request assistance from the US Federal Government for MCM assets for an isolated, individual, or time-critical case is available

The process for requesting assistance for one or more individuals must be clearly defined in evidence. Process should be included in the All-Hazards Plan.

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Plans for POD security address: Evacuation procedures, Exterior security for location, Interior security for location, Scalability, Security breach procedures, Security command/ management plan

If security plans are created and maintained by law enforcement partners, a trusted agent can verbally affirm to the reviewer that the exterior security for location, interior security for location, security breach procedures, and/or security command/management plan are clearly defined.

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Process or protocols for PODs address: Adverse event reporting for dispensed drugs; Providing information on adverse events; Record/log of drugs dispensed; Reporting data to federal entities; Screening for the purpose of triaging

Adverse event reporting for dispensed drugs: Evidence should include instructions from the state on how locals should provide information during the event.

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Process to identify all public health responders (including any first responders and critical infrastructure staff if applicable) that will be used in an incident or event is available

An incident, including an MCM incident with dispensing campaign may have adverse effects on responders, including medical or mental health issues related to stress of the incident. Process to mitigate potential risks (stress, mental health, physical injury, etc.) for public health responders must be clearly defined in evidence.

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Process to ensure that mission-critical responders receive initial prophylaxis during an MCM incident is available in

Process for initial prophylaxis to mission-critical public health responders must be clearly defined in evidence (plans) and include who (by functional role) and what priority prophylaxis will be provided.

Note: Required at least for 48 hour dispensing campaign, recommended for pandemic campaign.

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**Procedures to notify
volunteers are available**

Primary and back up process should be clearly defined in the evidence.

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Primary system used to notify volunteers required to complete a dispensing (and if applicable, distribution) campaign

At a minimum, designate primary and backup forms of communication. The process for updating the rosters for each system should be described.

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**Last update of primary
notification system**

Enter last date the system was used or tested
(whichever is more recent).

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Back-up system used to notify volunteers required to complete a dispensing (and if applicable, distribution) campaign

At a minimum, designate primary and backup forms of communication. The process for updating the rosters for each system should be described.

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**Last update of back-up
notification system**

Enter last date the system was used or tested
(whichever is more recent).

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Questions?



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The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.



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